

ORDINANCE NO. _____

1 AN ORDINANCE amending Section 2.78.020 of the Lincoln Municipal Code
2 relating to Management Compensation Plan, Annual Leave, to clarify the use of vacation leave
3 during probation by employees whose classifications are assigned to pay ranges prefixed by “M”;
4 and repealing Section 2.78.020 of the Lincoln Municipal Code as hitherto existing.

5 BE IT ORDAINED by the City Council of the City of Lincoln, Nebraska:

6 Section 1. That Section 2.78.020 of the Lincoln Municipal Code be amended to read
7 as follows:

8 **2.78.020 Management Compensation Plan; Annual Leave.**

9 (a) Effective on the first day of the second complete pay period in January of each year,
10 each department head and each administrative assistant to an elected official shall be entitled to
11 annual leave equivalent to 160 hours per year. Department heads and administrative assistants to
12 elected officials may carry over unused annual leave to a maximum of forty hours, but any leave,
13 over the maximum of forty hours, unused by the last day of the first complete pay period in January
14 of the following year shall be forfeited. Any accumulated leave earned by a department head and
15 unused as of January 15, 1982, shall be retained by the department head and may be used at any
16 future time, and for any remaining upon termination of employment with the city, shall be com-
17 pensated for such unused accumulated vacation leave.

18 Any department head or administrative assistant to an elected official entering the
19 management compensation plan at any time after the first day of the second complete pay period in

1 January of any year shall be entitled to and shall receive only a pro-rated portion of the otherwise
2 authorized management leave for that year.

3 (b) Effective on the first day of the second complete pay period in January of each year,
4 each employee with a pay range prefixed by the letter "M" shall be entitled to annual leave
5 equivalent to 160 hours per year, or 240 hours for those employees who work a fifty-six hour work
6 week.

7 After twenty years of service -- annual leave equivalent of 200 hours per year, or 300
8 hours for those employees who work a fifty-six hour work week.

9 Employees with a pay range prefixed by the letter "M" may carry over unused annual
10 leave to a maximum of forty hours, or sixty hours for employees with a fifty-six hour work week,
11 but any leave, over the maximum of forty/sixty hours, unused by the last day of the first complete
12 pay period in January of the following year shall be forfeited. Any accumulated leave earned by an
13 employee with a pay range prefixed by the letter "M" and unused as of January 12, 2005, shall be
14 retained by the employee and may be used at any future time, and for any remaining upon
15 termination of employment with the city, shall be compensated for such unused accumulated
16 vacation leave.

17 Any employee with a pay range prefixed by the letter "M" and hired at any time after
18 the first day of the second complete pay period in January of any year shall be entitled to and shall
19 receive only a pro-rated portion of the otherwise authorized annual leave for that year.

20 Any employee with a pay range prefixed by the letter "M" may use vacation during their
21 probationary period upon approval by their supervisor.

1 (c) Vacation payout. Any employee who separates from the city service shall be
2 compensated for vacation leave accrued and accumulated to the date of separation. The vacation
3 payout shall occur with the paycheck immediately following separation. In the event the separation
4 is the result of retirement, as defined by the applicable retirement plan, an employee may elect to
5 utilize vacation until all accrued vacation has been exhausted.

6 Section 2. That Section 2.78.020 of the Lincoln Municipal Code as hitherto existing
7 be and the same is hereby repealed.

8 Section 3. That this ordinance shall take effect and be in force from and after its
9 passage and publication according to law.

Introduced by:

Approved as to Form & Legality:

City Attorney

Approved this ____ day of _____, 2005:
_____ Mayor